Call to Order

Introduction of Guests

Agenda Changes

Public Comment

Consent Agenda

Minutes

Personnel

Contract Approvals

Budget Appropriation Review 2018-19

End-of-Year General Fund Transfer

Information Items

Financial Statements

Campus Services Activities

Old Business

Campus Village Update

North Lake County Update

College Resource Officer

Legislative Update

NEW BUSINESS

College Food Service Provider

Culinary Food Truck Purchase

Board of Directors’ Operations

Board Member Activities

President’s Report

COCC Magazine

Accelerated Learning: Dual Credit
XI. **Dates**

A. Friday, May 10 - 5:00-8:00 pm Faculty Convocation
   Location: Wille Hall-Coats Campus Center & Elevation Restaurant

B. Tuesday, June 4 – 4:30-6:00 pm President Metcalf’s Retirement Celebration
   Location: Wille Hall-Coats Campus center

C. Wednesday, June 12 @ 6:00 p.m. - Board of Directors’ Meeting – Prineville
   Location: COCC Crook County Open Campus, Prineville

D. Saturday, June 15 @ 10:00 a.m. - COCC Commencement
   Location: Mazama Field, Bend Campus

E. Wednesday, June 19 Noon-1:00 p.m. President’s Scholarship Luncheon –
   Location: Dining Hall-Coats Campus Center
   Please RSVP to zboone@cocc.edu

8:50 pm   XII. **Adjourn to Executive Session**

   ORS 192.660 (1)(d) Labor Negotiations - Paradis

   Adjourn to Open Session

   ADJOURN

* Material to be distributed at the meeting (as necessary).

** Times listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

P = indicates a Presentation will be provided. A = indicates the presenter is Available for background information if requested.
Central Oregon Community College  
Board of Directors’ Meeting  
MINUTES  
Wednesday, April 10, 2019 – 5:45 PM & 7:15 PM  
Elevation Restaurant  
Cascades Culinary Institute

PRESENT: Laura Craska Cooper, Erica Skatvold, Vikki Ricks, Bruce Abernethy, Alan Unger, Jim Clinton, Joe Krenowicz, Steve Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

INTRODUCTION OF GUESTS: 

PRESIDENT’S REPORT:

All–Oregon Academic Team (AOAT) Scholars
Dr. Alicia Moore-dean of student and enrollment services, introduced faculty members Professor Lynn Murray (dental program), Professor Jon Bouknight (writing/speech) and Instructor Janet Gesme (world languages), who then introduced the students they had nominated, who were then chosen to be COCC’s All–Oregon Academic Team Scholars. Linnea Lane-plans to graduate with an Associate of Arts Oregon Transfer degree; Donna Witmeyer-will receive her dental assisting certificate at commencement; Josiah Cruikshank-earning an associate degree while still in high school and plans for continued undergraduate work with career aspirations in the field of mechanical engineering and Rachel Williams-will graduate with a degree in Health Information Technology.

Rachel, Donna, Linnea and Josiah each shared a little bit about themselves and the successes of their educational journey at COCC. They are invited to the state capitol in Salem to be honored by the Governor along with all of the other Oregon community colleges at the AOAT Scholars Luncheon on April 26.

Cascade Culinary Program
Thor Erickson-assistant professor II of culinary, gave a PowerPoint presentation reviewing the activities of the following -

- Student Culinary Club
- International Exchange
- Student operated restaurant (Elevation Restaurant)
- Community Engagement
- Beverage Area construction in Elevation Restaurant
- Food Truck program.

6:10 p.m. Adjourn – Regular Board of Directors’ Meeting
6:11 p.m. Convene – Budget Committee Meeting
7:30 p.m. Adjourn - Budget Committee Meeting
7:40 p.m. Re-Convene – Regular Board of Directors’ Meeting
7:41 p.m. Adjourn to Executive Session – ORS 192.660 (2)(h) Legal Counsel
8:00 p.m. Adjourn Executive Session
8:01 p.m. Re-Convene – Regular Board of Directors’ Meeting

CONSENT AGENDA:

Mr. Joe Krenowicz moved to approve the Consent Agenda (Exhibits: 13.a1, 13.b1, 13.b2, 13.b3, 13.b4). Ms. Erica Skatvold seconded. MCU. Approved. M04/19:1

BE IT RESOLVED that the Board of Directors approved the Regular Meeting Minutes of March 12, 2019 (Exhibit: 13.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the March 2019 New Hire Report (Exhibit: 13.b1);

BE IT RESOLVED that the Board of Directors approved the contracts for Stephanie Spalding-Bilbrey as First Year Experience Director (Exhibit: 13.b2), Laura Boehme as Director of Human Resources (Exhibit: 13.b3) and Melisse Boyd as Grants Coordinator (Exhibit: 13.b4).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 14.a)
The Board of Directors was apprised of the February 2019 Financial Statements.

Financial Certifications (Exhibits: 14.b & 14.b1)
The Board of Directors was apprised of the Financial Certifications from the Chief Financial Officer, Director of Fiscal Services and the President.

College Resource Officer (Handout: 14.c)
In October of 2018 a “Campus Public Safety Work Group” (made up of faculty, administrators and classified personnel) was formed to develop recommendations to be submitted to President Metcalf by early winter quarter, with the goal of how Campus Public Safety can better serve its students and its district.

Peter Ostrovsky-Campus Public Safety Director, Sharla Andreson-Risk Management/Contracts Director and Nick Parker-Bend Police Captain reviewed the proposal for a jointly funded (by COCC and the Bend Police Department) “Campus Resource Officer”. A first reading of the proposal will be submitted at the May board meeting.

North Lake County Update
Matt McCoy-Vice President for Administration reported that he has and continues to be in the process of contacting key residents and stakeholders from North Lake County with the goal of finding a solution for meeting their educational needs and requests. He will give another update at next month’s board meeting.

Legislative Update
Matt McCoy gave an update on the Oregon Legislature’s activities relating to community college funding. Matt reviewed that getting agreement from the Legislature for the funding needed for each of the community colleges has been difficult, but COCC and the other colleges continue to share information with legislators to help them understand the severe need for additional resources.
NEW BUSINESS:

Tuition and Fees (Exhibit: 16.a)

The proposed 2019-20 general fund budget was developed using the recommended tuition, college support fee and technology fee rates outlined in section A of Exhibit: 16.a.

The Board of Directors had an in-depth discussion regarding the critical need to increase tuition and fees.

Mr. Alan Unger moved to approve the proposed 2019-20 tuition, college support fee and technology fee rates as presented in Section A of Exhibit: 16.a. Mr. Bruce Abernethy seconded. MCU. Approved. M04/19:2

New and Suspended Programs (Exhibit: 16.b)

Betsy Julian- Vice President for Instruction, reviewed that all of the proposed new, inactivated and reorganized degree and certificate proposals (as listed in Exhibit: 16.b) meet COCC, state and regional accreditation standards. Reorganized programs are being amended to bring COCC into alignment with state approval.

Mr. Bruce Abernethy moved to approve the new and deleted academic program changes as listed in (Exhibit: 16.b) effective Fall 2019. Mr. Joe Krenowicz seconded. MCU. Approved. M04/19:3

BOARD OF DIRECTORS’ OPERATIONS

Board Member Activities

Mr. Unger
- Real Estate Committee Meeting
- College Affairs Committee Meeting
- Audit & Finance Committee Meeting
- Two Legislative Conference Calls w/OCCA

Mr. Abernethy
- Real Estate Committee Meeting

Ms. Skatvold
- Testified at the Ways and Means Committee re: College Funding
- Passed final exam of COCC Class and has enrolled in a new class

Mr. Krenowicz
- Audit & Finance Committee Meeting
- Real Estate Committee Meeting

Ms. Ricks
- Conversations with constituents regarding article on developmental math and grants
- Met with candidate who is running for Vikki’s Board Position - Zone 7
Mr. Clinton  Lunch meeting with President Metcalf  
Campaigning to win the election to the COCC Board of Directors

Ms. Craska Cooper  Phone Call with new incoming President Dr. Laurie Chesley  
Met w/President Metcalf, Mark Reinecke, Ron Paradis, Linda Quon  
Phone Call with Eric King – City of Bend  
Met w/Eric King, Police Chief Jim Porter, President Metcalf  
and Captain Nick Parker  
Agenda Review w/President Metcalf  
Several Calls w/Chief Jim Porter

PRESIDENT’S REPORT - Continued:

Adult Basic Skills (ABS) (Handout: 18.a1)  
Instructional Deans Jenni Newby and Debbie Hagan gave a PowerPoint presentation on the Adult Basic Skills Program. They reviewed the mission of the (ABS) program is to provide an accessible educational experience that supports student success and enhances the lives and well-being of its students, assists and transitions students to post-secondary education and develops the academic skills and knowledge necessary to help students achieve their goals and participate and thrive in today’s workforce and community.

ADJOURN  

ADJOURN to Executive Session:  
ORS 192.660 (2)(h) Legal Counsel  
ORS 192.660 (2)(h) Labor Negotiations

ADJOURN Executive Session:  
RE-CONVENE Regular Board of Directors’ Meeting Open Session:  

ADJOURN: 10:50 PM

APPROVED;  

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair  

Dr. Shirley I. Metcalf, President
<table>
<thead>
<tr>
<th>Name</th>
<th>Hire Date</th>
<th>Job Description</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Armendariz, Mario</td>
<td>4/8/2019</td>
<td>Certified Flight Instructor</td>
<td>Aviation</td>
</tr>
<tr>
<td>Boquist, Daria</td>
<td>4/11/2019</td>
<td>Student Ambassador</td>
<td>Student Outreach &amp; Contact</td>
</tr>
<tr>
<td>Catlett, Cassie</td>
<td>4/2/2019</td>
<td>Ceramics Lab Assistant</td>
<td>Art</td>
</tr>
<tr>
<td>Church, Tanner</td>
<td>4/15/2019</td>
<td>Certified Flight Instructor</td>
<td>Aviation</td>
</tr>
<tr>
<td>Christiano, Alex</td>
<td>4/15/2019</td>
<td>Certified Flight Instructor</td>
<td>Aviation</td>
</tr>
<tr>
<td>Dickinson, Jordan</td>
<td>4/8/2019</td>
<td>Ceramics Lab Assistant</td>
<td>Art</td>
</tr>
<tr>
<td>Frost, Brok</td>
<td>4/26/2019</td>
<td>EMT Lab Assistant</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>Jansen, Peter</td>
<td>4/1/2019</td>
<td>Aviation Tutor</td>
<td>Tutoring and Testing</td>
</tr>
<tr>
<td>Kuehn, Summit</td>
<td>4/26/2019</td>
<td>Art Model</td>
<td>Art</td>
</tr>
<tr>
<td>Pobanz, Terry</td>
<td>4/15/2019</td>
<td>Campus Center Building Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td>Powell, Cole</td>
<td>4/15/2019</td>
<td>Fitness Center Attendant</td>
<td>Health &amp; Human Performance</td>
</tr>
<tr>
<td>Ramirez, Allison</td>
<td>4/1/2019</td>
<td>Elevation Restaurant Assistant</td>
<td>Culinary Program</td>
</tr>
<tr>
<td>Robles, Mara</td>
<td>4/22/2019</td>
<td>Student Intern ECE</td>
<td>Social Science</td>
</tr>
<tr>
<td>Savage, Josh</td>
<td>4/1/2019</td>
<td>Writing Tutor</td>
<td>Tutoring and Testing</td>
</tr>
<tr>
<td>Sheppard, Clinton</td>
<td>4/1/2019</td>
<td>Certified Flight Instructor</td>
<td>Aviation</td>
</tr>
<tr>
<td>Thompson, Holly</td>
<td>4/1/2019</td>
<td>Writing Tutor</td>
<td>Tutoring and Testing</td>
</tr>
<tr>
<td>Wagenknecht, Mathew</td>
<td>4/5/2019</td>
<td>IT Tech – Bend and Red</td>
<td>Tutoring and Testing</td>
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</table>
Central Oregon Community College  
Board of Directors: Resolution

<table>
<thead>
<tr>
<th>Subject</th>
<th>Approve the contract for Christin Sands, Project Manager Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Efficiency</td>
<td>IE-1: Improve practices and structure related to providing a healthy and productive workplace.</td>
</tr>
<tr>
<td></td>
<td>IE-3: Define, document and practice clear operational decision-making.</td>
</tr>
<tr>
<td>Prepared By</td>
<td>Laura Boehme, Director of Human Resources</td>
</tr>
</tbody>
</table>

A. Background

The Project Manager Assistant position is a new position.

B. Options/Analysis

- Approve the employment contract for Christin Sands
- Decline approval of the employment contract for Christin Sands

C. Timing

The Project Manager Assistant position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 1, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Christin Sands as Project Manager Assistant.

Ms. Sands has worked at Central Oregon Community College in the Campus Services Department since 2014. She is currently serving as the Interim Project Assistant. Ms. Sands has completed her Bachelor’s in Social Science with Community Leadership emphasis, at Oregon State University. She is currently in process of completing her Masters of Science in College Student Services Administration.
Central Oregon Community College
Board of Directors: Resolution

Subject | Approve the contract for **Todd Detwiler, Business Systems Programmer**
---|---

### Institutional Efficiency

- **IE-2**: Develop uniform, effective and efficient processes.
- **IE-3**: Define, document and practice clear operational decision making.
- **IE-4**: Improve information sharing practices and platforms.

### Student Success

- **SS-2**: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.

### Prepared By | Laura Boehme, Director of Human Resources
---|---

#### A. Background

The Business Systems Programmer position is a replacement position.

#### B. Options/Analysis

- Approve the employment contract for **Todd Detwiler**
- Decline approval of the employment contract for **Todd Detwiler**

#### C. Timing

The **Business Systems Programmer** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 7, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

#### D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

#### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Todd Detwiler** as **Business Systems Programmer**.

Mr. Detwiler received his Bachelor of Science Degree and Master of Science degrees in Computer Science from University of Washington. From 2002 to present Mr. Detwiler has served as University of Washington’s Structural Informatics Research Scientist. He has worked on Windows, Mac and Linux Platforms and frameworks such as MySQL, PostgreSQL, HSQLDB, and more. Review Mr. Detwiler’s most recent publications at [http://purl.org/sig/people/detwiler/publications.html](http://purl.org/sig/people/detwiler/publications.html)
Subject | Approve the contract for Darren McCrea, Director of Application and Web Systems Development
---|---
Institutional Efficiency | IE-2: Develop uniform, effective and efficient processes.  
IE-3: Define, document and practice clear operational decision-making.  
IE-4: Improve information sharing practices and platforms.
Student Success | SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.

Prepared By | Laura Boehme, Director of Human Resources

A. Background
The Director of Application and Web Systems Development position is a replacement position.

B. Options/Analysis
- Approve the employment contract for Darren McCrea  
- Decline approval of the employment contract for Darren McCrea

C. Timing
The Director of Application and Web Systems Development position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 1, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact
This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution
Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Darren McCrea as Director of Application and Web Systems Development.

Mr. McCrea received his Bachelor's Degree in English from California State University and an Associate's Degree in Business from Orange Coast Community College. From 2004-2008, Mr. McCrea has been with COCC since 2011, serving as the Technology Project Manager. Prior to COCC he was the Business Operations Manager at RAMetronics Technology in Anaheim, CA and as their Sales Manager from 1999-2003. Mr. McCrea has considerable experience managing technology projects and daily operations.
Subject | Approve the contract for Jeannie Bloome, Buildings Maintenance Supervisor
---|---
Institutional Efficiency | IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-3: Define, document and practice clear operational decision-making.
Prepared By | Laura Boehme, Director of Human Resources

A. Background

The Buildings Maintenance Supervisor position is a replacement position.

B. Options/Analysis

- Approve the employment contract for Jeannie Bloome
- Decline approval of the employment contract for Jeannie Bloome

C. Timing

The Buildings Maintenance Supervisor position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from April 18, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Jeannie Bloome as Buildings Maintenance Supervisor.

Ms. Bloome has a Bachelor’s Degree in Engineering from University of Illinois. Prior to COCC she a Engineering and Quality Systems Contractor overseeing equipment installation and developing safety programs for maintenance and quality teams. Additionally, she was the Facilities Manager for Deschutes Public Library.
Central Oregon Community College
Board of Directors: Resolution

Subject | Approve the contract for **Melissa Merryman, Assistant Director, Housing and Residence Life**
---|---
Student Experience | SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Student Success | SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By | Laura Boehme, Director of Human Resources

A. Background

The Assistant Director, Housing and Residence Life position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Melissa Merryman**
- Decline approval of the employment contract for **Melissa Merryman**

C. Timing

The **Assistant Director, Housing and Residence Life** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from April 11, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Melissa Merryman** as **Assistant Director, Housing and Residence Life**.

Ms. Merryman currently serves at a Residence Life Coordinator at COCC. Prior to that, she served as a Faculty Advisor at Rogue Community College. Ms. Merryman holds a Master’s degree in Educational Leadership and Policy from Portland State University, and a Bachelor’s degree in Anthropology from Southern Oregon University. She has been at COCC since 2017.
Central Oregon Community College
Board of Directors: Resolution

Subject | Appropriation Review
Strategic Plan Connection | Institutional Efficiency
| Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.

Prepared By | Lisa Bloyer, Director of Fiscal Services

A. Background
Every year the College performs a budget review of its appropriation units. Due to the difficulty in precise estimation of appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to reflect actual and anticipated transaction activity. These changes reflect budget adjustments, not increases to the total budget.

The required appropriation adjustments are the result of:

- Grants and Contracts fund – the College received several unanticipated new grants this fiscal year.

These requested changes to the above appropriation units are necessary to meet the needs of the College and remain in compliance with local budget law. Therefore, an adjustment to the appropriation authority is requested to the accounts identified on the attached budget change form.

B. Options
1) Approve the budget and appropriation transfer.
2) Do not approve the budget and appropriation transfer.

C. Timing
This action is required at this time in order to allow the College to remain in full compliance with local budget law.

D. Budget Impact
There is no impact to the total budget. Changes reflect adjustments to budget categories as identified on the attached budget form.

E. Proposed Resolution
Be it resolved that the Central Oregon Community College Board of Directors does hereby authorize the transfer of budget and an equal amount of appropriation authority as specified on the attached budget change form.
Central Oregon Community College
Budget Change Form

Budget Year 2018-19

Fiscal Services
(Department or Office)

Do you want this change to be temporary or to carry forward to future years? Temp X Perm

<table>
<thead>
<tr>
<th>Appropriation Unit</th>
<th>Banner Index</th>
<th>Account Number</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
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</thead>
<tbody>
<tr>
<td>Special Revenue Fund - State Grants</td>
<td>62000</td>
<td></td>
<td>400,000.00</td>
<td></td>
</tr>
<tr>
<td>Special Revenue Fund - Contracts</td>
<td>62000</td>
<td></td>
<td>50,000.00</td>
<td>450,000.00</td>
</tr>
<tr>
<td>Special Revenue Fund - New Programs</td>
<td>61000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $450,000.00 $450,000.00

Total of Debits + Credits $900,000.00

Reason for Budget Change: Year end appropriation review

30-Apr-19 Lisa Bloyer ChangeRequestedBy
30-Apr-19 David Dona CFO Approval

Reviewed by Director of Fiscal Services:

President's Approval:

Board's Approval:

(9/16)
Central Oregon Community College
Board of Directors: Resolution

<table>
<thead>
<tr>
<th>Subject</th>
<th>Approval of the 2018-19 end-of-year General Fund transfer-out.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Connection</td>
<td>Institutional Efficiency</td>
</tr>
<tr>
<td></td>
<td>Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.</td>
</tr>
<tr>
<td>Prepared By</td>
<td>David Dona, Chief Financial Officer</td>
</tr>
</tbody>
</table>

A. Background
Part of the 2019-20 budget development strategy includes a $500,000 end-of-year transfer from the General Fund to the Capital Projects Fund (IT Server/Infrastructure $198,000 and Technology Life-Cycle $302,000) for the current year. This transfer moves some of the surplus general fund reserve funding that is above the Board’s mandated 10% reserve requirement to the Capital Projects Fund. After this transfer, the general fund reserve is projected to be $5.6 million (12.9%), which is $1.2 million over the required $4.4 million reserve requirement. This current year transfer-out eliminates the scheduled general fund transfer-out for the next fiscal year to the Capital Projects Fund effectively reducing the 2019-20 budgeted expenditures by $500,000.

B. Options
1) Approve 2018-19 end-of-year transfer-out from the general fund.
2) Do not approve 2018-19 end-of-year transfer-out from the general fund.

C. Timing
Approval of the proposed 2018-19 end-of-year transfer-out is requested at this time. Approval now will facilitate the remainder of the budget process, which involves adoption of the budget by the Board of Directors in June after an additional public hearing.

D. Budget Impact
This transfer reduces the current year’s General Fund ending fund balance by $500,000 and increases the Capital Projects ending fund balance by $500,000. The transfer will reduce current year budgeted expenditure appropriations (including operating contingency) and increase transfers-out appropriations by an equal amount.

E. Proposed Resolution
Be it resolved that the Central Oregon Community College Board of Directors does hereby approve the 2018-19 end-of-year transfer-out of $500,000 from the General Fund to the Capital Projects Fund as presented in Section A.
Central Oregon Community College  
Monthly Budget Status  
Highlights of March 2019 Financial Statements

Cash and Investments

The College’s operating cash balances currently total $35.1 million. The March average yield for the Local Government Investment Pool remains the same as the previous month at 2.75 percent.

General Fund Revenues

Spring term registration continues this month increasing tuition and fee revenues by $4 million over the prior month. All budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through March 2019 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.
## Central Oregon Community College
### Cash and Investments Report
As of March 31, 2019

<table>
<thead>
<tr>
<th>College Portfolio</th>
<th>Operating Funds</th>
<th>Trust/Other Funds</th>
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</thead>
<tbody>
<tr>
<td><strong>Cash in State Investment Pool</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4089 - General operating fund</td>
<td>$34,084,507</td>
<td>$382,677</td>
</tr>
<tr>
<td>3624 - Robert Clark Trust</td>
<td></td>
<td></td>
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<tr>
<td>March Average Yield 2.75%</td>
<td></td>
<td></td>
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<tr>
<td><strong>Cash in USNB</strong></td>
<td>$1,109,879</td>
<td></td>
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<tr>
<td><strong>Cash on Hand</strong></td>
<td>$4,600</td>
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<tr>
<td><strong>Total Cash</strong></td>
<td>$35,198,986</td>
<td>$382,677</td>
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</table>
Central Oregon Community College  
Monthly Budget Status  
March 2019

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Adopted Budget</th>
<th>Year to Date Activity</th>
<th>Variance Favorable (Unfavorable)</th>
<th>Percent of Budget Current Year</th>
<th>Percent of Budget Prior Year</th>
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</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>District Property Taxes:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Current Taxes</td>
<td>$16,589,000</td>
<td>$16,216,271</td>
<td>$ (372,729)</td>
<td>97.8%</td>
<td>98.8%</td>
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<tr>
<td>Prior Taxes</td>
<td>509,000</td>
<td>317,905</td>
<td>(191,095)</td>
<td>62.5%</td>
<td>63.2%</td>
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<tr>
<td><strong>Tuition and fees</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17,028,000</td>
<td>16,806,356</td>
<td>(221,644)</td>
<td>98.7%</td>
<td>97.2%</td>
</tr>
<tr>
<td><strong>State Aid</strong></td>
<td>8,337,000</td>
<td>6,011,677</td>
<td>(2,325,323)</td>
<td>72.1%</td>
<td>80.0%</td>
</tr>
<tr>
<td>Program and Fee Income</td>
<td>70,000</td>
<td>31,390</td>
<td>(38,610)</td>
<td>44.8%</td>
<td>84.9%</td>
</tr>
<tr>
<td><strong>Interest &amp; Misc. Income</strong></td>
<td>135,000</td>
<td>47,846</td>
<td>(87,154)</td>
<td>35.4%</td>
<td>42.3%</td>
</tr>
<tr>
<td><strong>Transfers-In</strong></td>
<td>2,191,000</td>
<td>2,191,000</td>
<td>-</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$44,859,000</td>
<td>$41,622,445</td>
<td>$(3,236,555)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses by Function</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td>$21,115,127</td>
<td>$14,442,560</td>
<td>$6,672,567</td>
<td>68.4%</td>
<td>68.7%</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>3,680,299</td>
<td>2,549,755</td>
<td>1,130,544</td>
<td>69.3%</td>
<td>71.1%</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>4,832,095</td>
<td>3,064,945</td>
<td>1,767,150</td>
<td>63.4%</td>
<td>65.7%</td>
</tr>
<tr>
<td><strong>College Support</strong></td>
<td>5,704,709</td>
<td>3,958,079</td>
<td>1,746,630</td>
<td>69.4%</td>
<td>68.0%</td>
</tr>
<tr>
<td><strong>Plant Operations and Maintenance</strong></td>
<td>4,450,028</td>
<td>2,815,207</td>
<td>1,634,821</td>
<td>63.3%</td>
<td>63.5%</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>4,477,198</td>
<td>2,853,706</td>
<td>1,623,492</td>
<td>63.7%</td>
<td>63.4%</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>112,897</td>
<td>62,375</td>
<td>50,522</td>
<td>55.2%</td>
<td>71.6%</td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td>800,000</td>
<td>800,000</td>
<td>0.0%</td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Transfers-Out</strong></td>
<td>2,340,352</td>
<td>2,343,592</td>
<td>(3,240)</td>
<td>100.1%</td>
<td>100.3%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$47,512,705</td>
<td>$32,090,219</td>
<td>$15,422,486</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues Over/(Under) Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues Over/(Under) Expenses</strong></td>
<td>$(2,653,705)</td>
<td>$9,532,226</td>
<td>$12,185,931</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Central Oregon Community College
## Monthly Budget Status
### March 2019

<table>
<thead>
<tr>
<th>Non General Funds</th>
<th>Adopted Budget</th>
<th>Year to Date Activity</th>
<th>Variance Favorable (Unfavorable)</th>
<th>Percent of Budget Current Year</th>
<th>Percent of Budget Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debt Service Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>5,502,078</td>
<td>5,241,176</td>
<td>(260,902$)</td>
<td>95.3%</td>
<td>95.0%</td>
</tr>
<tr>
<td>Expenses</td>
<td>5,643,781</td>
<td>2,374,858</td>
<td>3,268,923</td>
<td>42.1%</td>
<td>42.9%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(141,703$)</td>
<td>2,866,318</td>
<td>3,008,021</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grants and Contracts Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>3,402,921</td>
<td>1,532,129</td>
<td>(1,870,792$)</td>
<td>45.0%</td>
<td>33.0%</td>
</tr>
<tr>
<td>Expenses</td>
<td>3,416,813</td>
<td>1,713,082</td>
<td>1,703,731</td>
<td>50.1%</td>
<td>36.3%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(13,892$)</td>
<td>(180,953$)</td>
<td>(167,061$)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Projects Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>1,209,077</td>
<td>1,184,068</td>
<td>(25,009)</td>
<td>97.9%</td>
<td>98.1%</td>
</tr>
<tr>
<td>Expenses</td>
<td>5,166,029</td>
<td>1,159,559</td>
<td>4,006,470</td>
<td>22.4%</td>
<td>38.0%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(3,956,952$)</td>
<td>24,509</td>
<td>3,981,461</td>
<td></td>
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</tr>
<tr>
<td><strong>Enterprise Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>7,247,485</td>
<td>5,094,550</td>
<td>(2,152,935)</td>
<td>70.3%</td>
<td>71.4%</td>
</tr>
<tr>
<td>Expenses</td>
<td>7,237,143</td>
<td>4,890,578</td>
<td>2,346,565</td>
<td>67.6%</td>
<td>63.2%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>10,342$</td>
<td>203,972</td>
<td>193,630</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Auxiliary Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>7,379,662</td>
<td>5,955,885</td>
<td>(1,423,777)</td>
<td>80.7%</td>
<td>78.9%</td>
</tr>
<tr>
<td>Expenses</td>
<td>9,796,641</td>
<td>5,975,342</td>
<td>3,821,299</td>
<td>61.0%</td>
<td>67.1%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(2,416,979$)</td>
<td>(19,457$)</td>
<td>2,397,522</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reserve Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>15,502$</td>
<td>-</td>
<td>(15,502)</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Expenses</td>
<td>540,000</td>
<td>505,068</td>
<td>34,932</td>
<td>93.5%</td>
<td>90.0%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(524,498$)</td>
<td>(505,068$)</td>
<td>19,430</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>17,659,611</td>
<td>8,473,483</td>
<td>(9,186,128)</td>
<td>48.0%</td>
<td>56.4%</td>
</tr>
<tr>
<td>Expenses</td>
<td>17,735,190</td>
<td>8,374,718</td>
<td>9,360,472</td>
<td>47.2%</td>
<td>51.0%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(75,579$)</td>
<td>98,765</td>
<td>174,344</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internal Service Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>239,377$</td>
<td>138,419</td>
<td>(100,958)</td>
<td>57.8%</td>
<td>53.2%</td>
</tr>
<tr>
<td>Expenses</td>
<td>352,771</td>
<td>190,587</td>
<td>162,184</td>
<td>54.0%</td>
<td>59.3%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>(113,394$)</td>
<td>(52,168$)</td>
<td>61,226</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trust and Agency Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>3,726$</td>
<td>7,154</td>
<td>3,428</td>
<td>192.0%</td>
<td>121.8%</td>
</tr>
<tr>
<td>Expenses</td>
<td>3,600$</td>
<td>2,400</td>
<td>1,200</td>
<td>66.7%</td>
<td>57.1%</td>
</tr>
<tr>
<td>Revenues Over/(Under) Expenses</td>
<td>126$</td>
<td>4,754</td>
<td>4,628</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prepared by: Sharla Andresen - Director of Contracts and Risk Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>College Resource Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Themes and Objectives</td>
<td></td>
</tr>
<tr>
<td>Institutional Sustainability</td>
<td>IS.2 Increase meaningful partnerships to improve COCC’s effectiveness and position impact in the region.</td>
</tr>
</tbody>
</table>
• COCC’s portion of the CRO for the 2019-2020 academic year, which includes a patrol car and does not include overtime work by the CRO, is $60,750.00
• COCC’s portion of the CRO for the 2020-2021 academic year, which includes a patrol car but will include half the overtime costs, are estimated to be $60,750 plus any City of Bend salary increases and projected overtime costs.

E. Proposed Resolution
Be it resolved that the Central Oregon Community College Board of Directors gives Central Oregon Community College the authority to enter into a two year pilot Intergovernmental Agreement with the City of Bend for a College Resource Officer to serve at the College for approximately $125,000.
Central Oregon Community College
Board of Directors: Resolution

Prepared by: Sharla Andresen - Director of Contracts and Risk Management
Lori Benefiel – Director of Auxiliary Services

<table>
<thead>
<tr>
<th>Subject</th>
<th>College Food Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Themes and Objectives</td>
<td></td>
</tr>
<tr>
<td>Institutional Sustainability</td>
<td>IS.6 – Further develop and enhance facilities to ensure quality and viability.</td>
</tr>
</tbody>
</table>

A. Background
In an effort to continually offer exemplary service and provide convenient, innovative, flexible, and affordable options to its students, staff, and visitors, the College sought vendors to submit proposals to provide food service management and operations, including retail, for all of its Coats Campus Center food service operations. A formal Request For Proposals was issued and two responsive bids were received ranging from $60,000 to $84,872 per academic year.

B. Options/Analysis
Award contract to Sodexo America, LLC for $60,000 per academic year.
Do not award contract to Sodexo America, LLC, reject all bids and re-bid the solicitation.

C. Timing
Award of the contract at this time will allow for the continuation of food service operations after the current contract expiration of June 23, 2019.

D. Budget Impact
Funds have been budgeted for these services.

E. Proposed Resolution
Be it resolved that the Central Oregon Community College Board of Directors awards the contract for the College Food Service Provider to Sodexo America, LLC for $60,000 per academic year.
Central Oregon Community College  
Board of Directors: Resolution

Prepared by: Sharla Andresen - Director of Contracts and Risk Management  
Thor Erickson – Culinary Assistant Professor II

<table>
<thead>
<tr>
<th>Subject</th>
<th>Purchase of Culinary Food Truck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Themes and Objectives</td>
<td></td>
</tr>
<tr>
<td>Institutional Sustainability</td>
<td>IS.6 – Further develop and enhance facilities to ensure quality and viability.</td>
</tr>
</tbody>
</table>

A. **Background**
The Cascade Culinary Institute, through the Central Oregon Community College Foundation, received a generous donation from long time culinary donor and champion Shirley Ray to go towards the College’s Culinary Department Instruction. Through her generosity, the Culinary Department has been able to purchase a Food Truck providing another aid in its instruction in the College’s Arts. A formal Request For Quotes was issued and three responsive bids were received ranging from $152,980 to $188,500.

B. **Options/Analysis**
Award contract to Vending Trucks for $152,980.
Do not award contract to Vending Trucks, reject all bids and re-bid the solicitation.

C. **Timing**
Award of the contract at this time will allow for the Food Truck to arrive in time for the fall 2019 term.

D. **Budget Impact**
Through the generous donation of Shirley Ray, funds have been budgeted for this purchase.

E. **Proposed Resolution**
Be it resolved that the Central Oregon Community College Board of Directors awards the contract for the purchase of a Culinary Food Truck to Vending Trucks, Inc. for $152,980.